

ADMINISTRATIVE-INTERNAL USE ONLY

ODP-83-1045
26 July 1983

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

STAT FROM:

Chief, Management Staff, ODP

SUBJECT: Draft Headquarters Notice, "Coordination Requirements Prior to the Acquisition of Personal Computers"

STAT REFERENCE: Memorandum for DDA Office Directors, from
C/MS/ODP, dated 2 Jun 83,
Same Subject (ODP-83-780)

1. Attached, for your review and comment, is a revised draft copy of a proposed Headquarters Notice (HN), which describes the coordination requirements for the acquisition of personal computers (PC's). A previous draft of this notice (see reference) had been provided in June to your offices for coordination.

2. The intent of this HN is to provide a summary of Agency ADP management and acquisition procedures specifically applicable to personal computers. The language of the notice strikes a balance between excessive and inadequate coordination, both of which could inhibit the utilization of PC's. The objective is to encourage Agency exploitation of this technology in a productive, secure, and reliable fashion.

3. The current draft incorporates all but two of the comments received from your staffs regarding our draft of 2 June 1983. An OL suggestion to broaden the notice to all computer acquisitions was not incorporated because of our belief that PC coordination is by far the most significant current problem. An OC request to exclude general-purpose

ADMINISTRATIVE-INTERNAL USE ONLY

Sanitized Copy Approved for Release 2010/04/23 : CIA-RDP85-00142R000100150001-6

A INISTRATIVE-INTERNAL USE LY

**SUBJECT: Coordination Requirements Prior to the Acquisition of
Personal Computers**

STAT

MS/ODP [redacted] bjh/25 Jul 83 (Ltr for Personal Computers)
(Atch - Personal Computers) (MSlib2)

DISTRIBUTION:

Orig - See Distribution

1 - C/ISSG/OS

① - C/ADP&EB/PD/OL

① - O/D/ODP

1 - C/RECD/OL

1 - MS Chrono

1 - MS Subject File (Personal Computers)

2 - ODP Registry

ADMINISTRATIVE-INTERNAL USE ONLY

Page Denied

Next 2 Page(s) In Document Denied